

FOODBOOTH/FLOATS APPLICATION - STEP BY STEP

Select the "Create an Application" under the fire tab. Check the disclaimer box, to agree to the terms.

Home Land Development Building **Fire**

Search Applications **Create an Application**

Online Application

Welcome to the City of San Antonio Development Services Department's Online Permitting System. Use this system from the convenience of your home or office, 24 hours a day to:

- Submit and update information
- Pay fees
- Schedule inspections
- Track the status of your applications
- Print your final record

To get started you MUST:

- "Allow Pop-ups from This Site" - More information can be found at www.sanantonio.gov/dsd/BuildSAHelp.aspx
- Accept the General Disclaimer below

General Disclaimer

All City of San Antonio web sites, including but not limited to the Development Services Department Customer Portal, www.sanantonio.gov, www.ci.sat.tx.us, www.sanantonio.gov/GIS, www.alamodome.com, www.sanantoniocvb.com, www.visitsanantonio.com, mysapl.org and sapl.sat.lib.tx.us are provided as a public service. PLEASE NOTE that users of these web sites are responsible for checking the accuracy, completeness, currency and/or suitability of all

☒ I have read and accepted the above terms.

[Continue Application »](#)

Continue Application>>

No License required for food booths

Create an Escrow Account | Amend Escrow Account(s)

... Tuesday, January 19, 2021 at 7:45 a.m. During this timeframe... [more](#)

Mark as Read

37000020

Home Land Development Building **Fire**

Search Applications **Create an Application**

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

None Applicable

[Continue Application »](#)

Continue Application>>

Select the Record Type

[Home](#) [Land Development](#) [Building](#) **[Fire](#)**

[Search Applications](#) [Create an Application](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

☐ Fire Annual Permit Application

☐ Fire HazMat Application

☐ Fire License Registration Application

☐ Fire Life Safety System Application

☐ Fire Special Events Application

☐ Fire Storage Tanks Application

☐ Fire Systems Permit Application

[Continue Application >](#)

Continue Application>>

Step 1. Property Information (Address of event)

Only enter the street number and name of street, select search. Additional information will auto populate (Parcel and Owner).

Fire Special Events Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

Step 1: Property Information > Property
Physical Address is preferred.

* indicates a required field.

Address

Street No.:
1901

* Street Name:
Alam[...]

Street Type:
-Select--

Unit No.:

Building:

Level:

* Zip:

[Search](#)

[Clear](#)

[One Stop Zoning Map](#)

Continue Application>>

Step 2: Contact Information>Applicant (should default from contact information at time of login)

Applicant

To edit the Applicant information, use your Account Management page.

Bob Builder
BOBBUILDER@STORAGETANK.US
Home phone:210-339-0000
Mobile Phone:
Work Phone:
Fax:

▼ **Contact Addresses**

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		333 Builder Way	

Copy Application Contact Information: Company Name/Business Owner are required to be selected

Copy Applicant Contact Information

Applicant Also Known As:
(Check all that apply)

Company Name/Business Owner: ☐

Save and resume later**Continue Application »**

Continue Application>>

Contact Information > Contact List

The applicant can add points of contact at this stage, if different then applicant. If no additional contacts the applicant can continue.

Step 2 : Contact Information > Contact List

* Indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New**Look Up**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Bob Builder		Company Name/Business Owner			BOBBUILDER@STORAGETANK.US	Edit Delete

All contact information must be completed, Name and Address.

Contact Information

* Individual/Organization:
Individual

* First Name: Middle Name: * Last Name: Suffix:

Primary Phone: Secondary Phone:

Fax:

* E-mail:

Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Close Discard Changes

No Licensed Professional required

Licensed Professional

To add a new licensed professional, click the Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Select from Account Add New Look Up

Save and resume later Continue Application »

Continue Application>>

Step 3: Application Information> Special Event Type

Custom Fields: Select the type of event from the drop-down menu

[Home](#) [Land Development](#) [Building](#) **Fire**

[Search Applications](#) [Create an Application](#)

Fire Special Events Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

Step 3: Application Information > Special Event Type

* indicates a required field.

Custom Fields

SPECIAL EVENT TYPE

* Type of Event:

Floor Plan Review

--Select--

Bonfire

Candle Permit

Control Burn Permit

Floor Plan Review

Food Booth

Parade Floats

Pyrotechnics/Fireworks/Flame Effect

Save and resume later

Continue Application »

Continue Application>>

Event information: Complete all require information *

Custom Fields

EVENT INFORMATION

* Name of Event: MARTIN LUTHER KING

* Event Address/Location: 1901 S. ALAMO

* Event Start Date: 01/18/2021

* Event End Date: 01/18/2021

* Total # of Shows: 0

Demo Date:

Demo Time:

Rain Date:

Number of booths/floats: *

Heating appliance(s) to be used:

Save and resume later

Continue Application »

Continue Application>>

Food Booth Details: Select the number of rows from the “Add a Row” drop down menu, if only one select the blue field and enter the name of the booth

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

1 Property Information 2 Contact Information 3 Application Information 4 Document Information 5 Review 6 7

Step 3: Application Information > Food Booth Details

* indicates a required field.

Custom Lists

FOOD BOOTH DETAILS

Showing 0-0 of 0

Booth Number Assigned

No records found.

Add a Row Edit Selected Delete Selected

Add 3 Rows
Add 4 Rows
Add 5 Rows
Add 6 Rows
Add 7 Rows
Add 8 Rows

Continue Application »

Example:

n Information > Food Booth Details

FOOD BOOTH DETAILS

* Booth Number Assigned:

1- Fajita Booth

Submit Cancel

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

1 Property Information 2 Contact Information 3 Application Information 4 Document Information 5 Review 6 7

Step 3: Application Information > Food Booth Details

* indicates a required field.

Custom Lists

FOOD BOOTH DETAILS

Showing 1-1 of 1

<input type="checkbox"/>	Booth Number Assigned	
<input type="checkbox"/>	1- Fajita Booth	Actions

Add a Row Edit Selected Delete Selected

Continue Application>>

Step 4: Document Information> Documents (optional)

Applicant can upload area map of event and/or food booth vendor list by selecting "Add" to upload documentation

Fire Special Events Application

1 2 Contact Information 3 Application Information 4 Document Information 5 Review 6 Validate Fees 7

Step 4 : Document Information > Documents * indicates a required field.

Attachment

To upload a new document click Add.
The maximum file size allowed is 80 MB
html;htm;mhtml;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

Continue Application>>

Step 5: Review: Application Information

Step 5 : Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Special Events Application

Address [Edit](#)

1901 ALAMO ST, 78204

Parcel [Edit](#)

Parcel Number: 494063
Block: 5
Bexar County Appraisal Address: 1901 S ALAMO ST, SAN ANTONIO, TX 78204
Legal Description: NCB 2561 BLK 5 LOT 1 ONE STOP DEVELOPMENT CENTER
Parcel Area: 1
County Property ID: 133311

Owner [Edit](#)

CITY OF SAN ANTONIO
PO BOX 839966, SAN ANTONIO, TX, US, 78283-3966

Applicant [Edit](#)

Continue Application>>

Step 6: Validate Fees

Fire Special Events Application

1	2	3 Application Information	4 Document Information	5 Review	6 Validate Fees	7 Record Issuance
---	---	---------------------------	------------------------	----------	-----------------	-------------------

Step 6: Validate Fees

Application Fees

Fees	Qty.	Amount
Float Food Booth Fee	35	\$35.00
Surcharge - Technological Improvement Fee	1	\$1.05

TOTAL FEES: \$36.05

[Continue Application »](#)

[Continue Application>>](#)

Step 7: Record Issuance: Application has been submitted

[Home](#) [Land Development](#) [Building](#) **[Fire](#)**

[Search Applications](#) [Create an Application](#)

Fire Special Events Application

1	2	3 Application Information	4 Document Information	5 Review	6 Validate Fees	7 Record Issuance
---	---	---------------------------	------------------------	----------	-----------------	-------------------

Step 7: Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is **FIR-SPC-APP21-43100038**.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

Vendor can view the record information by selecting "Record Details", this is for the vendor to verify all information is correct.

Note: The applicant's submittal will be assigned to Special Events for review, and they will notify the applicant of the approval. A communications email will be sent to the email listed with permit.